

Investigator Claims

Iowa Substitute W-9 Form on file with Inspections and Appeals.

Completed Miscellaneous Claim Form, original and one copy, containing:

- a. The case name, case number and county in which the action is pending.
- b. The name of the attorney for whom the services were provided, if any.
- c. The date on which services commenced.
- d. The date on which services ended.
- e. The total number of hours claimed.
- f. The total amount of your claim.
- g. Claimant's name, address, social security or federal tax identification number, and phone number.
- h. Signed by claimant

Attachments to Claim Form

- a. The application and court order granting authority to hire the investigator.
- b. A court order appointing counsel. This order is unnecessary if the attorney is not court-appointed but the court, in granting the application noted above, determines that, although the client is able to employ counsel, funds are not available to the client to pay for necessary investigator services.
- c. An itemization of the investigator's services detailing the expenses incurred, the services rendered, the dates on which the services were rendered, the time spent on each date, and the manner in which the amount of the claim was calculated.
- d. A court order approving the dollar amount of the claim. If the court order authorizing hiring the investigator sets a limit for the claim, this additional approval order is unnecessary.

Mail Completed Claim Forms with Attachments to:

**State Public Defender
Miscellaneous Claims
Lucas State Office Building
321 E 12th Street
Des Moines IA 50319**